

Job Title: Staff Librarian	Hours per week: Varies	FLSA Status: Non-Exempt
Reports To: Library Director	Department: Library	Grade: 6

TOWN OF LUNENBURG

STAFF LIBRARIAN

Statement of Duties:

Professional library work assisting the Library Director with the development and implementation of library programs, readers advisory and services for patrons at the Library. All other work as required.

Supervision:

Works under the supervision of the Library Director. Establishes a work plan in accordance with established departmental policies and standards.

Job Environment:

Work is performed in a busy library setting. Work environment may be subject to noise and distractions associated with different activities; Workload is subject to predicted seasonal fluctuations. May include evening and weekend work.

Operates computer and related office equipment; operates calculator, fax, copier and other standard office equipment.

Has regular contact with library patrons, in person and on the telephone. Has contact with other libraries and public/private schools.

Has access to department related confidential information.

Errors in judgment could result in a delay of service, monetary loss, personal injury, legal repercussions and damage to buildings or equipment.

Essential Functions:

Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provides reference and reader's advisory services in a busy children's room; prepares book displays and booklists.

Selects books and audio-visual materials based on knowledge of community needs, review of professional journals and the library's selection policy; monitors budget allocations from municipal , trust, and donated funds.

Responds to requests for information from patrons; makes suggestions to meet specific interest.

Shares responsibility for planning weekly programs and services; promotes and publicizes such.

Instructs patrons in the use of computers and the Internet, conducts classes and provides library instruction.

Participates in the development of goals, aims and objectives for the Library.

Attends conferences, workshops, and meetings; stays current with professional literature.

Assists at circulation desk as needed.

Identifies, collects and interprets statistics as needed.

Works with library administration to seek supplemental funding to enhance library services, including state and federal grants.

Supervises library pages as needed.

Performs other similar or related duties, as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience:

Masters Degree in Library Science, or M.Ed degree with library experience. Or an equivalent combination of education and experience. Experience with Library systems (Evergreen) preferred.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of library services and programs.

Ability: Ability to work effectively and cooperatively with the staff and the public. Ability to interact courteously and effectively with people of all ages. Ability to work independently and as part of a team. Ability to coordinate work flow and adapt to a variety of tasks and situations. Ability to initiate, organize and follow through on programs, services, and projects. Ability to create and effectively market materials about the Library.

Skill: Supervisory, planning and organizational skills. Excellent customer service and problem-solving skills. Excellent oral and written communication and computer skills. Expertise with the internet, databases, library systems, and Microsoft Office.

Physical Requirements:

May require standing for long periods of time. Frequently required to reach with hands, arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. Occasionally required to kneel or crouch. Occasionally required to lift/move up to 50 lbs. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

Approved:

Department Head

date

Town Manager

date

